

Initiate the move process to move an employee to a new manager within your D/S/C. This will also move the headcount to the new manager. This process does not go through the approval process. Initiate the Change Job > Transfer process to move an employee into an open position (FTE) in another D/S/C. This process goes through the appropriate approvals and will allow you to leave the open position in the D/S/C the employee is transferred out of.

1. Enter the Supervisory Organization in the Search box and press Enter.
2. Click the **Related Actions** icon to the right of the organization.

The Available Actions menu displays.

1. Click **Reorganization > Move Workers (By Organization)**.



2. Enter the **Effective Date** to move the worker.
3. Click **OK**.
4. Enter the **Worker's** name.
5. Enter the **Organization** to move the worker into.

NOTE: Remember to change the time card approver in EBS.

6. Enter a **Comment** to include the reason for the move.

7. Click **Submit**.